

AGENDA MEMO

TO: Mayor & City Commission **AGENDA DATE:** 12/13/2010
FROM: Faith G. Miller, City Manager **AGENDA ITEM:** 7 - G
SUBJECT: Request for formal approval of action items from City Commission's December 4th workshop meetings.

LOCATION:

N/A

BACKGROUND:

The following policy items were discussed and agreed upon at the December 4th Commission workshop meeting and are presented for a formal vote at this time by the City Commission:

- Holiday cards - for 2010, holiday cards from previous years will be used to send to all current and former City of Deltona elected officials only. In future years, standard City stationary cards will be used with salutation to read from: "Mayor, Commission, staff and residents of Deltona". Use of City postage for holiday cards purchased by staff members or purchase of City holiday cards for any other purpose is not authorized.
- Quarterly City-wide newsletter - Proof of newsletter as prepared by staff to be provided to City Commission at least two (2) weeks prior to sending newsletter to printers.
- Communication - Elected official should go to the City Manager for all requests, everything asked of the City Manager to be shared with all members of the City Commission. Routine citizen concerns/complaints can be forwarded directly to the Commission's Assistant for handling. If a work product or copies are generated by a Commission member's request, the work product or copies will be given to the requester and copied to the remaining members of the Commission if requested. If a Commission member disagrees with the Manager's response to the request, he/she will ask via email to the City Manager to have the item placed on a Commission agenda.
- Constituent's Suggestions - Such communications

**ORIGINATING
DEPARTMENT:**

City Manager's Office

SOURCE OF FUNDS:

N/A

COST:

N/A

REVIEWED BY:

City Clerk, City Attorney

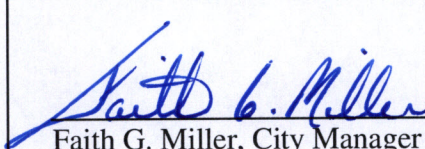
**STAFF
RECOMMENDATION
PRESENTED BY:**

Faith Miller, City Manager - to approve policy direction items as presented.

**POTENTIAL
MOTION:**

"I move to approve the policy direction items from the December 4th Commission meeting as presented."

**AGENDA ITEM
APPROVED BY:**


Faith G. Miller, City Manager

directly to the City Commission are to be addressed by the Commission and a written response generated to the constituent as to whether or not any further action will be taken on the constituent's suggestion.

- Communication from constituents/residents re: legal matters - Such letters/emails to be turned into the City Manager who will generate a standard response that acknowledges receipt of the letter/email and that the matter is being handled by the City Attorney.
- Workshop meetings - No formal action to be taken at Commission workshop meetings; matters requiring formal action will be forwarded to the next regular City Commission meeting for consideration/approval.